

How to Set Up Email on a Blackberry device

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You can set up email on a BlackBerry 9® device. You have a choice to make if you have a BlackBerry 9 or before device. You can choose to set up a POP3 or IMAP4 account. With the POP3 or IMAP4 account, you can only synchronize email on your device. If your device is set up for BlackBerry® Enterprise Cloud Services, you can synchronize your email, calendar, and contacts. To set it up, you'll need to be provisioned first. Please call the Help Desk at 614-287-5050 to get provisioned for Blackberry sync.

If you have a Blackberry 10 device, you may set up your phone using ActiveSync and the same settings as the other phones. ActiveSync will allow you to get email, contacts, and calendar on Blackberry 10 phones/tablets. The server address is outlook.office365.com if needed.

To Set up POP or IMAP email on a BlackBerry®

1. From the BlackBerry® home screen, select BlackBerry Setup > Set up Internet E-mail > Add An Email Account.
2. Type your email address and password, and then select Next.
3. Your BlackBerry will try to set up your email account automatically. If setup completes successfully, skip to the next step. If your email account can't be configured automatically, do the following:
 - a. Select I will provide the settings to add this email account.
 - b. Scroll down, and then select Next.
 - c. Select Internet Service Provider Email (POP/IMAP), and then select Next.
 - d. Type your full email address for your user name (for example, tony@contoso.com).
 - e. Scroll down and type the name of your email server. If you're connecting to your Office 365 email, the IMAP or POP server name is outlook.office365.com.
 - f. Select Next.
4. Enter the name of the outgoing server. If you're connecting to your Office 365 email, the SMTP server name is smtp.office365.com.
5. Select OK to complete the setup.

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